

# Guidelines for Incoming Students 2024/2025

Webinar – 19/09/2024

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# Department of Economics and Management

(also known as SEA «Scienze Economiche e Aziendali»)

Commissione di Mobilità Internazionale – International Mobility Committee



- Prof. Andrea Cilloni  
Resp. International programs



- Prof.ssa Rosalia Filippini  
Coord. Incoming Erasmus and Overworld Students

# Department of Economics and Management

<https://sea.unipr.it/en>

Bachelor and Master degrees at the Department:

2 First-cycle degree courses

5 Second-cycle degree courses

Courses taught in English Unipr

Course taught in English SEA

→ please, verify the codes, there was an update!



# Daily class schedule



You can find **classes time schedule** in [Agenda studenti](#)

Keep in mind that the **semesters are divided in two periods**.

Consult the [Calendario Didattico 2024/2025](#)

Some of the lectures provided in the 1<sup>st</sup> semester may be in 2<sup>nd</sup> period, thus they are not visible right now on the calendar.

# Daily class schedule



Didactic material available on **Elly platform**

Link to the elly platform for the Department SEA:

<https://elly2024.didattica.unipr.it/login/index.php>

→ dispositions can vary according to each professor

Guide to the elly platform in both italian and english:

[https://en.unipr.it/sites/sten/files/allegatiparagrafo/30-05-2020/tutorial\\_elly\\_eng-ita.pdf](https://en.unipr.it/sites/sten/files/allegatiparagrafo/30-05-2020/tutorial_elly_eng-ita.pdf)

# Daily class schedule



Where are the lectures?

[http://easyroom.unipr.it/index.php?content=print\\_prenotazioni\\_group&vista=day&group=6&parentID=93&entryID=98&\\_lang=it](http://easyroom.unipr.it/index.php?content=print_prenotazioni_group&vista=day&group=6&parentID=93&entryID=98&_lang=it)

[https://agendastudenti.unipr.it/?view=home&include=homepage&\\_lang=en](https://agendastudenti.unipr.it/?view=home&include=homepage&_lang=en)

# University Email



Do not forget that official communications from your Professors and from the University of Parma will be sent to your UNIPR institutional email:

[name.surname@studenti.unipr.it](mailto:name.surname@studenti.unipr.it) or, if your process of matriculation is not completed, your temporary credentials will be for Outlook email or MS Teams:

[xxxxx@guest.unipr.it](mailto:xxxxx@guest.unipr.it)

To see the emails:

- Download the **app Outlook** email on your PC and/or smartphone and insert your confirmed/temporary uni credentials;
- Go to Outlook email through the web at this link and insert your temporary/confirmed uni credentials: <https://outlook.office.com/unipr.it>

# University Email

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Email professors are all:  
[name.surname@unipr.it](mailto:name.surname@unipr.it)





# How to use esse3 platform to register for exams

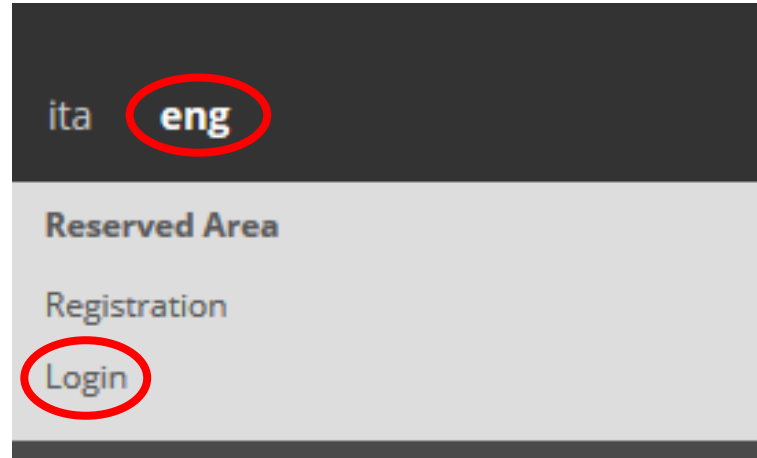


<https://unipr.esse3.cineca.it/Home.do>

Select Menu



Enter your student email and password in Login

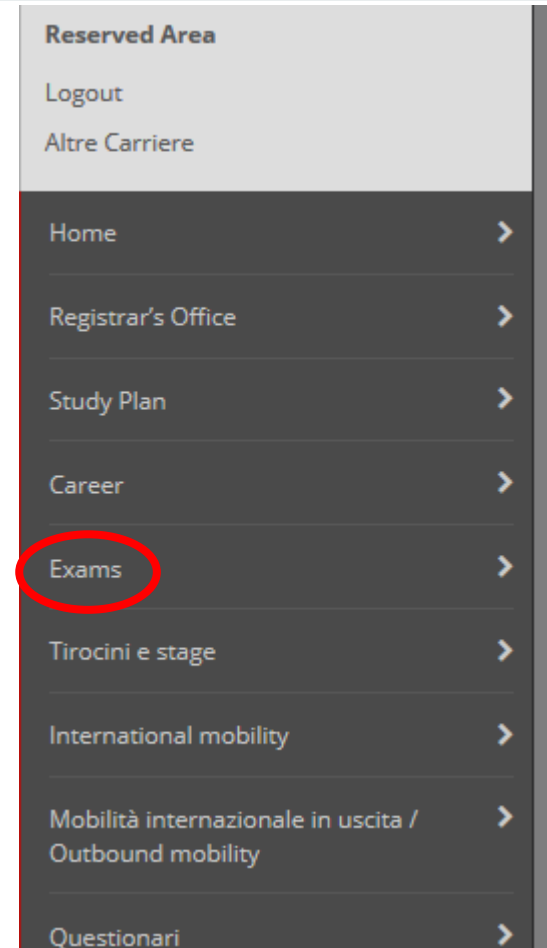


# How to use esse3 platform to register for exams

Click on the side menu and choose the voice EXAMS.

Before registering for an exam, make sure you fill the surveys of the courses.

<https://www.unipr.it/didattica/i-corsi-di-studio/compilazione-del-questionario-di-valutazione-della-didattica-line#paragraph-id--67906>

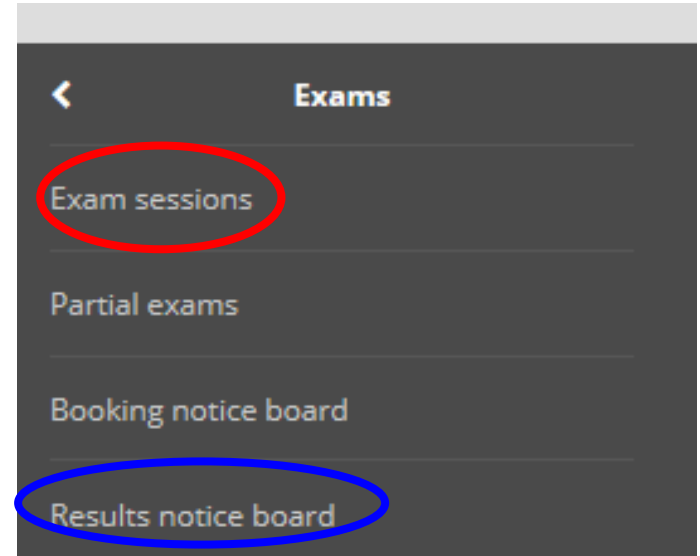


# How to use esse3 platform to register for exams



Select **'EXAM SESSIONS'**: here all dates available for you to take your exam are listed, as well as the time range within which you must register.

The exam results will be summarized in the **'RESULTS NOTICE BOARD'** section.



# Exams Calendar



<https://sea.unipr.it/it/didattica/esami>

[https://agendastudenti.unipr.it/index.php?view=easytest&\\_lang=it](https://agendastudenti.unipr.it/index.php?view=easytest&_lang=it)

Exams:

1 December

3 January – February

3 May – July

1 September

Professors have **max 2 weeks** to notify the results of the exams

# Appelli & Pre-appelli



Please, remember that if you take exams in a «**pre-appello**», you need to officially enroll for one of the **official exams sessions**!!!

The **Transcript of records (ToR)** is done by the Erasmus office.

# Library access



**No permission** to study in the Library WITHOUT the STUDENT CARD

→ *Collect your student card at the International Office*

You can also use online resources: <https://www.biblioteche.unipr.it/it/node/2584>

Monday – Friday: 9.00 a.m. – 12.00 p.m.



# Copy Service



All students can benefit from the **University Copy Service** in order to print or photocopy study material.

Monday – Friday: 09.00 a.m. – 01:00 p.m.  
02:00 p.m. – 05:00 p.m.



# If you need.....



- Signing of Learning Agreement: [rosalia.filippini@unipr.it](mailto:rosalia.filippini@unipr.it)  
I check: code, ECTS credits, semester
- To have information about courses programs, timetable conflicts, activities at the department, everyday life at the department: "[Ufficio Tutor](#)"
- Contact the professors if you have doubts about the study materials and the program
- Information about wifi access, account, problems in login, general bureaucracy about Erasmus programs: [incoming@unipr.it](mailto:incoming@unipr.it)



# The Learning Agreement



- The Department of Economics provides courses both in English and Italian
- About the courses not provided by the Dept. of Economics I have to check each time with the responsables of other Departments: this may takes **more time**.  
→ Please ask also the professors...
- **Codes are very important**: we recognise the courses for their codes, not their names!  
Especially the incoming office. (i.e. we have 3 courses «consumer behavior..»)
- Please, write a **proper email, do not let me imagine what you need**

# The Learning Agreement



- You can change the LA, but please clearly indicate **what is added and what is replaced**, I can't remember every LA. Please, send me the complete LA.

During the Mobility

Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)			
			Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>12</sup>	Number of ECTS credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>		
			<input type="checkbox"/>	<input checked="" type="checkbox"/>		

- The **Online Learning Agreement** (if you can) is easier and quicker!



## What to do when classes coincide → **it's really up to you!**

- Check other courses you can follow: **it's up to you and your sending institution** to choose and validate the LA
- Contact tutors
- Change the LA

## Special programs/materials/tests for Erasmus students

- Usually not
- You can always contact the professors via email and ask → [name.surname@unipr.it](mailto:name.surname@unipr.it)
- If you have special needs, **clearly communicate** with professors!

Especially for the exams: **define the rules before!!!!**



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# Questions?